



**CIVIL AIR PATROL**  
**United States Air Force Auxiliary**  
**Headquarters Group VII, Ohio Wing**  
**P.O. Box 1334, Fairborn, OH 45324**



1 May 2003

**MEMORANDUM FOR ALL GROUP VII PERSONNEL**

**FROM: CC**

**SUBJECT: Signing-in When Visiting Group Headquarters (CC-028)**

1. All Group VII staff and visitors are required to sign-in on the Group VII Form 1 whenever visiting the Group VII office in building 1222. The sign-in sheet will be located on the table inside the Group VII office door.
2. This requirement is only for those entering the Group VII office and not applicable to the other units in the building. They should have their own entry and visitation procedures.

  
**MICHAEL K. HOOD, Lt Col, CAP**  
**Commander**